

3.24 WORKING ALONE**3.24.1 INTENT:**

LICA recognizes that working alone is a hazard in the Workplace. The purpose of this policy is to eliminate hazards where possible, and if they are not possible, the safety measures in this policy will guide Employees in controlling hazards.

3.24.2 DIRECTIVES:

LICA will implement the following to ensure the safety of Employees who work alone:

- Conduct a Hazard Assessment to identify the known and potential health and safety hazards.
- Implement health and safety measures to eliminate or control hazards.
- Provide training to Employees who are required to work alone at times.
- Provide means of communication for Employees to reach out in case of an emergency.
- Check in with Employees at regular intervals who are working alone.

3.24.3 SCOPE: Employees, Contractors**3.24.4 IMPLEMENTATION:**

Working alone is when Employees are working at a worksite where assistance is not readily available. The following are situations in which Employees may be required to work alone for a period of time:

- An Employee is working in a part of the facility where no other Employees are present.
- Employees working outside of regular office hours.
- Working at a remote worksite such as working from home.
- Employees who travel for work.
- Meeting with Stakeholders where no other Employees are readily available.

3.24.4.1 COMMUNICATION PLAN:

- Employees working alone must always have a working cell phone with them.
- The Reporting Manager (or assigns a designate) is required to check in with the Employee and be available for Employees to reach out in case of an Emergency.
- A pre-determined check-in schedule will be planned before the Employee begins working alone.

- The Employee must also have access to emergency services.

3.24.4.2 OFFICE LOCATIONS:

- Whenever possible, Employees should arrange to avoid working alone. Employees should try to be in clear view of other Employees or easily heard by other Employees at all times.
- Volunteers are not permitted to work at a facility without an Employee present unless authorized by the Executive Director.
- Employees working alone at the facility after working hours must:
 - Receive pre-approval from their Reporting Manager,
 - Ensure the doors are locked,
 - Set the alarm if appropriate.

3.24.4.3 OFF-SITE LOCATIONS:

Working alone is not permitted when travelling to remote or unknown communities; LICA's policy is that two Employees travel together.

Employees working alone at offsite locations must:

- Receive approval from their Reporting Manager.
- Provide the location of where they will be working to the Main Office or their Reporting Manager.
- Notify the Main Office or Reporting Manager when they arrive at the location, an estimated time of how long they will be at the offsite location, and when they depart the offsite location.
- If the Main Office does not respond, the Employee must leave a voicemail.

3.24.4.4 TRAVELLING:

- Employees must follow the procedures in the Vehicle Usage Policy prior to operating the vehicle.
- Employees must notify the Main Office and Reporting Manager when departing and arriving at their work location.

3.24.5 SUPPORTING DOCUMENTS:

- 3.23 Health and Safety
- 3.25 Vehicle Usage